



Utah Community Action™
1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

REQUEST FOR PROPOSAL – Wage Compensation Study

PART 1: INTRODUCTION AND INSTRUCTIONS

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Utah Community Action (UCA) is seeking competitive proposals to provide a wage compensation study. This document provides detailed specifications required and establishes the basis for an agreement between UCA and the provider.

AGENCY BACKGROUND

Utah Community Action's mission is to empower individuals, strengthen families, and build communities through self-sufficiency and education. The agency has approximately 500 employees, and annual revenues of approximately \$50M.

Services are delivered through six core programs:

- **Workforce Development** – Helps adults gain job skills, training, and certifications.
- **Head Start** – Provides high quality early childhood education, health and family support services for children age 0-5.
- **HEAT** – Assist households with utility, and emergency energy needs.
- **Case Management & Housing** – Supports families in finding and maintain safe, affordable housing.
- **Nutrition** – Provides meals, food assistance, and nutrition education.
- **Weatherization** – Improves home energy efficiency and safety for households.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200.

PROPOSAL SUBMISSIONS OVERVIEW

By submitting a proposal, interested Parties acknowledge and agree that the scope of work and evaluation process outlined herein is fair, equitable, and understood. Interested Parties further acknowledge that they have read this RFP, along with any attached or referenced documents. All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations, are the responsibility of the Interested Parties and will not be reimbursed.



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Proposals received after the deadline will not be accepted. Proposals must be submitted according to the directions outlined in this RFP. Any proposal not meeting the requirements of this RFP may be rejected. All materials submitted will become the property of Utah Community Action.

PROPOSAL KEY DATES

RFP Released	January 16, 2026
Questions on RFP Due	January 30, 2026
Response to RFP Questions Posted	February 5, 2026
Proposal Due Date	February 13, 2026, 5:00pm
Award Notice	February 18, 2026

Utah Community Action may request interviews or meetings with any of the proposers to clarify any proposals.

WRITTEN QUESTIONS

Questions regarding the RFP must be received in writing by January 30, 2026, by 5:00 pm. Questions may be submitted to Stacy Weight, CAO (stacy.weight@utahca.org). All questions will be answered in writing and will be made available to all proposers.

SUBMISSION DEADLINE

Deadline for Submission: February 18, 2026, by 5:00 PM MST

Submission Format: Proposals should be submitted electronically in PDF format to Stacy Weight, CAO (stacy.weight@utahca.org). Hard copies may be provided if preferred.

CONTRACT TERMS

All contracts will begin immediately upon receiving the signed contract. All contracts must contain a 30-day escape clause.

SUBMISSION INSTRUCTIONS AND CONTACT INFORMATION

The preferred method of submitting your proposal is via electronic copy. When providing a hard copy, one (1) original and one (1) copy must be submitted prior to deadline at the following address:

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Attn: Stacy Weight, CAO
1307 South 900 West
Salt Lake City, UT 84104

General Contact: Stacy Weight, Chief Administration Officer, stacy.weight@utahca.org

PART 2: SCOPE OF WORK AND SPECIFIC PROPOSAL REQUIREMENTS

Project Overview

The last full compensation study was conducted in 2022 with an update to that study in 2024. Utah Community Action has approximately 480 employees and approximately 100 job titles that were updated in late 2025. Utah Community Action is requesting the following compensation services as part of this engagement.

- Obtaining an understanding of the agency, organizational structure, strategic plan, and current compensation structure.
- Provide recommendations to make updates to the compensation structure
- Use existing job descriptions as a basis for compensation analysis
- Review agency's internal equity analysis using already established point factor method for each job description and provide recommendations for any adjustments to the equity score for each job title.
- Conduct a competitive pay analysis for each job title using market salary data and job descriptions to determine external pay equity of each position. Create a competitive pay analysis worksheet for each benchmark position.
- Update the current base compensation structure following widely accepted compensation methodology using the competitive pay analysis worksheets to group similarly valued jobs. Proposed pay ranges should be comprised of a series of overlapping ranges with an established minimum, midpoint, and maximum.
- Evaluate and discuss with UCA team positions falling outside of updated ranges prior to finalizing the pay structure.
- Perform a comparative ratio analysis to demonstrate the impact to employees and evaluate how current pay and structure align with newly established ranges. Identify budget implications to Utah Community Action of bringing all employees within each Program/Department within range.
- Prepare a written report summarizing the process, findings, and recommendations and resulting documentation for all components of the study.



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- Present the final report to various stakeholders upon request. We anticipate this to be held virtually, and last no more than 2 hours. This presentation will take place within 2 weeks of the issuance of the final report.
- Project should also include a Fair Labor Standards Act (FLSA) exemption status review.

PART 3: SPECIFIC PROPOSAL REQUIREMENTS

To ensure a competitive and consistent review process, each proposal submitted is required to include the following items and be organized according to the outline provided below.

1. Letter of intent

A letter outlining the general overview of the business information and individuals involved in the RFP process. This letter should be a maximum of 1 page and clearly identify the contact information for the authorized representative. It should also include a date through which the proposal is valid (Preferred: 1 year). Please include a short overview of the scope of the company, size, a brief history of the company, and ability to do business in the State of Utah.

2. References

Please provide at least 3 business references, including any non-profit references if available.

3. Relevant Experience – Engagement Team

- A summary of your company's relevant experience in providing compensation analysis to federal grant funded organizations.
- Any prior experience working with nonprofit organizations.
- Summaries of key personnel who will be involved in the project, detailing their qualifications, experience, and roles.
 - A description of the team's collective experience on similar projects, showcasing any unique skills or perspectives that differentiate your firm.

4. Project Approach

- An outline of your proposed approach to the project, including a clearly described scope of work to be performed in alignment with this RFP.
- Any other information regarding the offeror's approach to the work to be performed.

5. Project Timeline



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- An estimated timeline of the project completion should be included.
- Agency requires the Final Report issued and project to be completed no later than July 1, 2026.

6. Fee Schedule-Pricing

- The offeror's proposed price for services should include a not-to-exceed total fee. Any out-of-pocket expenses should also be indicated.

7. Additional Information

- Any other relevant information that showcases your firm's capability to meet UCA's needs.

PART 4: SELECTION PROCESS

The evaluation will be completed using a weighted scale with the specified factors below.

Fee Schedule	30 Points
Understanding our industry -Firm's approach to addressing our unique needs as a federally funded organization -Prior experience working with nonprofit organizations	15 Points
Organization size and structure of offeror's firm -Adequate size of firm -Expertise within the nonprofit sector	10 Point
Qualification of staff to be assigned to complete project -Including education, position in firm, and years and type of experience	15 Points
Offeror's approach to the engagement -Use of comprehensive methodology -Use of diverse data sources -Ability to leverage local, regional, and national compensation information -Creates realistic engagement timetable	20 Points



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Small Business – Labor Surplus -A firm qualifies as a small business firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201, Subsector 541512)	5 Points
Adherence to RFP Instructions -Proposal is provided in alignment with the outline and structure provided in the RFP	5 Points
Total	100 Points

Selection will be made to the proposer who is the most advantageous to Utah Community Action based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of the RFP, all proposers will be notified of the selection.